



City of Alexandria
Recreation, Parks and Cultural Activities
Application for Use of Athletic Fields or Courts
1108 Jefferson Street
Alexandria, Virginia 22314
(703) 838-4343 www.ci.alexandria.va.us

ATHLETIC FIELD AND OUTDOOR COURT REQUEST FORM

This Application must be submitted to the Department of Recreation, Parks and Cultural Activities for Use of Athletic Fields or Outdoor Courts. Athletic Field Request Forms must be filed not less than fifteen (15) calendar days before the date of requested use. A separate form must be submitted for each sport. For more than one requested field attach a detailed list of location(s), dates, and times. Fax completed applications to (703) 838-6344 or mail to the attention of **Park Operations Permit Request** at the above address.

Applicant Name _____ Email _____

Address _____
(Include City and Zip Code)

Home Phone _____ Work Phone _____

League/ Organization Name _____ Sport _____

League/Organization Address _____
(Include City and Zip Code)

League/Organization Phone _____ Fax _____ E-mail _____

Requested For (check one only):

League ☐ Requires ___ # of teams in League Group ☐ Requires ___ est. # of Participants on Field

Name of Field Requested (ie., Four Mile Ballfield #1) _____

Requested Date(s) and Day(s) of the Week (ie., M, T, W) _____

Requested Field Time Slot(s) (ie., 9am - 11am) _____

*** Fees may be assessed for park rentals, field use, athletic light use,**

Choose all that Apply:

Type of Activity ☐ Practice ☐ Game ☐ Tournament ☐ Other (Specify) _____

Leagues Only:

Participants Per Season _____ # City of Alexandria Residents _____ # Residents of Other Jurisdictions _____

(For Office Use Only)

Date Application Received _____ Date Application Reviewed _____

Date/Time Applicant Contacted _____ Contacted By _____

Field(s) Granted No ☐ Yes ☐ (if Yes attach copy of permit to this application form)